

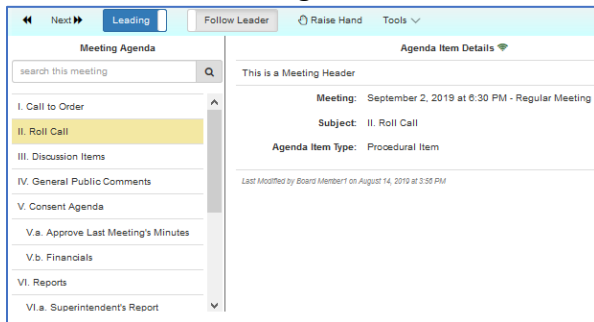
## BoardBook Premier – Leading the Meeting

In BoardBook® Premier, running your meeting has never been easier. The feature Lead the Meeting allows specified users to use their screens to drive what participating Board or Committee Members or even optionally the Public see during the meeting.

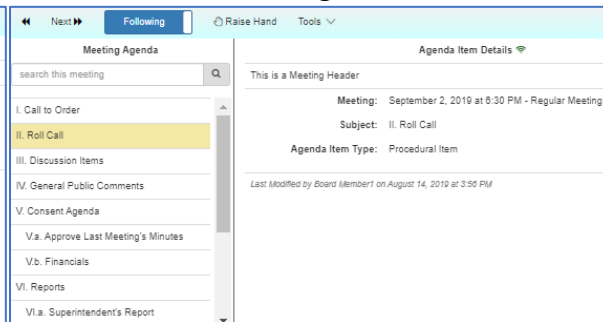
How it works:

When you're in the meeting and have selected Lead meeting your navigation within the meeting is followed on the screens of those viewers who choose 'Follow Leader'. Go to an agenda item, their screens will follow. Open an attachment, their screens will follow. Please be aware that only your navigation in the meeting is followed. Add a personal note to an item. The follower's screens will simply continue to show the item itself, not your note. Go out of the program to look at an email, your followers' screens will show the last item you were on until you resume navigation within the program.

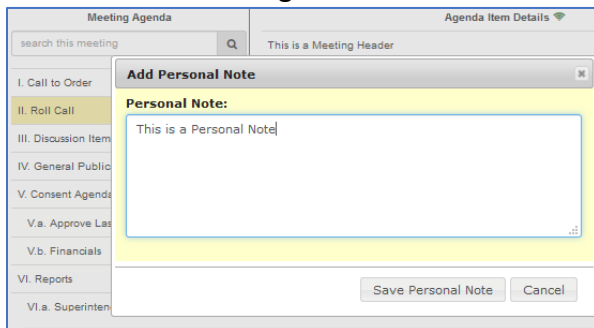
Leader screen: Showing Item 2



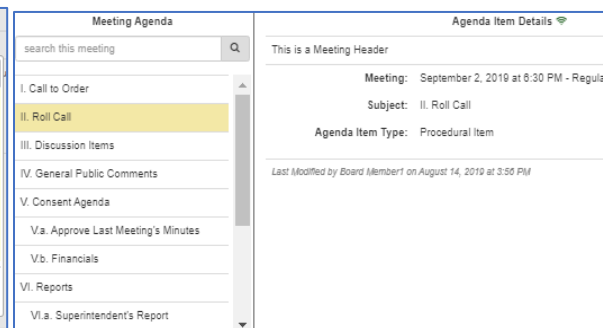
Follower screen showing same item



Leader screen: Adding a Personal Note



Follower Screen does not show note



How to use the feature:

Join the meeting as normal and click the 'Leading' button / switch